

# BROOKINGS COUNTY COMMISSION MEETING

Tuesday, October 26, 2004

The Brookings County Board of County Commissioners met in regular session on Tuesday, October 26, 2004, with the following members present: Deanna Santema, Dennis Falken, Donald Larson, Mary Negstad, and Emil Klavetter. Also present: Stephanie Vogel, Kelly Bakken, Todd Struwe, John Andrews, and Brian Eclov.

## CALL TO ORDER

Chairperson Santema called the meeting to order.

## CONSENT AGENDA

Chairperson Santema declared the Consent Agenda approved as amended with no objection from the board. The Consent Agenda consisted of the agenda for the October 26, 2004 Commission Meeting, and the minutes from the October 19, 2004 Commission Meeting. Welfare Matters: Case # 04-125 for utilities for was approved; Case # 04-124 for utilities was approved; Case # 04-080A for pharmacy was approved; Case # 04-126 for rent was approved.

## ROUTINE BUSINESS

Motion by Negstad, seconded by Falken, to approve the following claims. Roll Call Vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes. AAA Auto Glass, windshield repair \$40.00; American Jail Assoc, dues \$36.00; Arlington Farmers EI, water \$35.50; AT&T, telephone \$119.29; Eugene Beckman & Sons, filters \$52.50; Bowes Construction, 1921 parking lot/gravel \$13,116.19; Brookings Auto Mall, connector \$2.16; Bkgs City, utilities \$713.56; Bkgs Clinic, medical \$120.50; Bkgs Co Treasurer, advance tax \$106.82; Bkgs Register, public notice \$6.13; Bkgs Fire Dept, mobile base \$134.49; Brown & Saenger, election supplies \$380.51; Buhl's Cleaners, rug/rental \$61.80; Calhoon & Kratochvil, office rent/telephone/copies \$3,137.45; Carquest Auto, supplies \$30.89; Cellular One, telephone \$272.41; Central Business, supplies/maintenance/copier \$4,455.16; Channing Bete Co, heart saver kit \$160.50; Civil Design Inc, plat surplus \$350.00; Comfort Inn, rooms \$1,400.00; Cook's Recycling, commercial service \$69.00; Courtesy Plumbing, repair \$325.00; Credit Bureau of Sioux Falls, skip tracing \$12.00; Cretex Concrete West Inc, cut off walls \$29,556.83; Dakota Abstract Title Co, utilities/rent \$1,692.28; Darin's Auto Body & Glass, car repair \$1,707.40; Den-Wil, rent \$788.12; East Central MH/CD, FCIP/qtrtrly billing \$13,132.98; Ed M Feld Equipment, radiocom \$1,700.00; Elections Systems & Software, maintenance \$2,316.00; Electronic Security, camera \$1,393.41; Elite Business System, maintenance \$63.60; LG Everist, sand \$121.54; Farm & Home Publishers, plat books \$24.25; First Nat'l Bank Mastercard, gas \$35.00; Robert G Fite, CAA \$1,677.97; Foerster Wholesale, janitorial supplies \$85.00; Fox, Youngberg, & Lewno, MI hearings \$169.88; G&K Services, laundry service \$119.62; Alan Glover, CAA \$324.00; Goetz & Klimish, MI hearings \$112.80; Grainger Inc, air filters \$58.08; Great Plains International, parts \$318.74; Patricia Hartsel, transcripts \$607.20; Robert Hill, registration \$95.00; Hollaway Const Co, install culvert \$24,489.25; Homestead Do-It Center, blinds \$202.00; Justin Hyde, CAA \$1,684.90; Hy-Vee,

inmate meals/supplies \$10,806.40; Insty-Prints, brochures \$74.33; Integrated Business Solutions, technology service \$3,449.75; Jessica Isham, settlement agreement \$1,000.00; J&H Excavating, culvert replacement \$980.00; Randy Jensen, meeting/mileage \$33.96; Douglas Kettering, MI hearings \$129.20; Mary Kidwiler, meeting/mileage \$33.00; Duane Knutson, meeting/mileage \$27.88; L&L Parts, filters \$83.21; Language Line Services, interpretation \$55.46; Lewis & Clark Mental, MI hearings \$390.00; LexisNexis Matthew Bender, criminal law books \$196.55; Linweld, welding supplies \$48.37; Donald McCarty, CAA \$1,844.82; MCI, telephone \$121.12; M&T Medical, medical supplies \$96.50; Macksteel, iron \$388.47; Bob Mans, meeting/mileage \$30.12; Martin's Oil, diesel fuel/oil \$1,368.77; Mastercard, annual fees \$30.00; Mills Construction, remodel project \$2,437.00; Minnehaha Co Juvenile, foster care \$2,260.00; Minnehaha Co Treasurer, MV renewal cards \$81.79; Mobile Binders, laminate plats \$632.00; Multi Mark-It, ad \$120.00; Darrel Nelson, meeting/mileage \$31.08; Nancy Nelson, CAA \$399.60; Nielsen's, relay \$7.46; NWPS, utilities \$247.70; Jody Odegaard-Smith, CAA \$655.20; Office Systems, supplies/maintenance \$42.63; Mike Olson, meeting/mileage \$39.08; Oster Consulting, negotiations \$1,755.00; Pennington Co Jail, transport \$361.95; Pioneer Products, fire foam \$3,147.69; Pitney-Bowes, maintenance \$1,251.00; Qualified Presort, MV notices \$774.22; Qwest, database \$300.21; RTI, technology support \$900.00; Radio Shack, cable/DVD recorder \$434.67; Ramkota Inn, rooms \$665.00; Reliance Telephone, phone cards \$1,000.00; Rick Ribstein, CAA \$2,499.19; Robert Rochel, meeting/mileage \$35.56; Running's Big R, gate/supplies \$283.13; Layne Saathoff, meeting/mileage \$39.72; Sam's Club, supplies \$55.94; SDSU Coop Extension, telpak charges \$22.00; Securicor EMS Inc, monitoring \$292.82; Shephardson Hardware Hank, heaters/hardware \$59.18; Sinai Coop Elevator, diesel fuel \$885.09; Sioux Valley Energy, utilities \$47.00; Ida Slocum, meals/flowers \$229.87; Steve Smith, meeting/mileage \$41.00; Stacy Steffensen, mileage \$24.96; Sturdevant's Auto, supplies \$82.53; Swiftel Center, upkeep \$2,500.00; Thrifty White, medicine \$119.73; Town & Country Shopper, ad \$40.00; Turning Point, foster care \$3,150.00; UBC, drill bit \$14.57; Vandiest Supply, chemical \$210.00; Velvet Uniforms, uniforms/ties \$223.30; Verizon, telephone \$538.14; Wagner Real Estate, inspection fees \$1,300.00; Wal-Mart, office supplies \$81.96; West Group, law books \$1,537.30; City of White, water \$3.50; Terry Wiczorek, CAA \$163.85; Winter Inc, concrete \$262.50; Yankton Co Treasurer, MI hearings \$273.15; Witness/Juror Fees: Barbara Campbell \$36.64; Joseph Green \$23.84; Marlo Johnson-Ahmed \$20.00; Dan Klingbile \$20.00; Justin Larson \$20.00; Kristie Liebing \$20.00; Travis Lusk \$57.12; Chad Steffensen \$23.84; Tami Watson \$20.00; Timothy Wright \$20.00; Mamie Ziegler \$25.12.

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report. Be it noted, the General Fund Surplus Analysis was presented to the board.

## GENERAL FUND SURPLUS ANALYSIS

The amount of General Fund dollars that counties can retain as surplus is restricted by SDCL 7-21-18.1 which states: "The total unreserved, undesignated fund balance of the general fund may not exceed forty percent of the total amount of all general fund appropriations contained in the budget for the next fiscal year. The total unreserved, undesignated fund balance of the general fund of the county as of March thirty-first and September thirtieth shall be published in the minutes of the proceedings of the board of county Commissioners and reported to the Department of Legislative Audit. The report shall be on forms prescribed by the Department of Legislative Audit."

The following analysis should be completed as of March thirty-first and September thirtieth of each year. Thereafter, the unreserved, undesignated fund balance amount should be published in the minutes of the governing board. This analysis should also be filed with the Department of Legislative Audit.

### Brookings County

**September 30, 2004**

**ASSETS:**

10100	Cash	1,915,932.80
10200	Cash Change	
10300	Petty Cash	400.00
10400	Interest Bearing Accounts	
10500	Savings Certificates	
10700	Restricted Cash in Banks	
10800	Taxes Receivable—Current	2,598,695.60
10900	Estimated Uncollectible Taxes Receivable--Current	
11000	Taxes Receivable—Delinquent	37,989.98
11100	Estimated Uncollectible Taxes Receivable--Delinquent	
11400	Judgment Receivable	
11700	Accounts Receivable	
11800	Estimated Uncollectible Accounts Receivable	
12800	Notes Receivable	
13100	Due from Other fund	
13200	Due from Other Government	
13300	Advance to Other Fund	
13500	Interest Receivable	
14100	Inventory of Supplies	
15100	Investments	

**TOTAL ASSETS**

4,553,018.38

## GENERAL FUND SURPLUS ANALYSIS

### LIABILITIES AND EQUITY:

20100	Claims Payable	73,195.41
20200	Accounts Payable	
20800	Due to Other Funds	
20900	Due to Other Governments	
21600	Accrued Wages Payable	
21700	Payroll Withholding Payable	
22300	Revenues Collected in Advance	
22400	Deferred Revenue	2,636,685.58

### FUND BALANCES:

27102	Reserved for Inventory	
27103	Reserved for Advance to Other Funds	
27199	Reserved for Other Purposes (Specify)	
27201	Designated for Next Year's Appropriations (one of the following) March - 3/4 of the current year September - 1/4 of current year + subsequent year December - subsequent year	155,145.00
27202	Designated for Other Purposes (Specify)	
27203	Designated for Capital Outlay Accumulations	
27209	Undesignated	1,687,992.39

### TOTAL LIABILITIES AND EQUITY

4,553,018.38

Following Year General Fund Budget  
(use current year for March analysis)

6,739,892.00

The unreserved, undesignated fund balance, account 27209,  
divided by the following year General Fund budget  
resulting in the fund balance percentage

25.04%

Commission Assistant/Personnel Director, Stephanie Vogel met with the board to discuss Personnel matters, VeraSun E85 Fuel update, the 1921 Building project, Technology and Sound Systems, the NACO Convention, Fair Labor Standard Act, the Highway 14 Scenic Byway, Correspondence and Invitations. Be it noted, the board approved the following Routine Personnel Action Notices: Bart Sweebe promotion from Part-time to Full-time Correctional Officer. Zac Linton step increase retroactive from April 2004. Cheryl Anderson annual step increase.

### **REGULAR BUSINESS**

Motion by Klavetter, seconded by Negstad, to approve and authorize Chairperson Santema to sign Resolution # 04-47. A Resolution to Continue Support for the First District Association of Local Governments during Fiscal Year 2005. Roll Call Vote: Negstad "Aye," Falken "Aye," Klavetter "Aye," Larson "Aye," Santema "Aye." Motion passes.

### **Resolution #04-47**

#### **A RESOLUTION TO CONTINUE SUPPORT FOR THE FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS DURING FISCAL YEAR 2005**

**(October 1, 2004- September 30, 2005)**

The Brookings County Board of County Commissioners, having adopted and signed a Joint Cooperative Agreement on the 6<sup>th</sup> day of April, 1972, creating the First Planning and Development District, Model Rural Development Program, do hereby agree to renew their participation in the Joint Cooperative Agreement for Fiscal Year 2005 (October 1, 2004- September 30, 2005). To support the Joint Cooperative Agreement and the activities of the District staff, the Brookings County Board of County Commissioners will provide \$26, 076.00 to the First District Association of Local Governments during the aforementioned Fiscal Year 2005 period.

ADOPTION:

Adopted this 26<sup>th</sup> day of October, 2004.

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Deanna Santema, Chairperson  
Brookings County Commission

ATTEST:

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Janet Willmott, Brookings County Auditor

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Chairperson, First District Association of Local Governments

Emergency Management Director, Todd Struwe met with the board to discuss the State and Local Agreement, the ODP FY2003 Training Grant, Departmental Matters, Travel, and the Office Moving.

Motion by Negstad, seconded by Falken, to approve and authorize Chairperson Santema to sign the Emergency Management FY2005 State and Local Agreement between the State of South Dakota and Brookings County. Roll Call Vote: Falken "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion passes.

Be it noted, the board discussed the ODP FY2003 Training Grant stating South Dakota Office of Emergency Management has awarded Brookings County \$3,834.00 for the ICS/WMD 300.

Motion by Falken, seconded by Klavetter, to approve and authorize Chairperson Santema to sign Resolution # 04-48. A Resolution for Compromise and Settlement of a County Aid Lien. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye," Santema "Aye." Motion passes.

## RESOLUTION #04-48

WHEREAS, a County Aid Lien in the amount of \$625.80 purports to exist in favor of Brookings county and against Case # 04-121R as lienee, and

WHEREAS, said lienee has filed an application with the County Auditor stating such facts as provided by Law.

NOW, THEREFORE, BE IT RESOLVED that after due consideration of the circumstances the Board of County Commissioners finds it advisable and proper to authorized the Chairman of the County Board and County Auditor to execute the following:

A compromise and release of the lien in full upon payment of \$0.00.

Dated at Brookings, South Dakota, this 26<sup>th</sup> of October 2004.

APPROVED:

BOARD OF COUNTY COMMISSIONERS

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Deanna Santema

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Dennis Falken

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Mary Negstad

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Emil Klavetter

ATTEST:

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Janet K. Willmott  
County Auditors Office  
Brookings County, South Dakota

### **COMMISSIONER'S OPEN DISCUSSION**

Commissioner Klavetter reported on the BEDC Meeting.

Commissioner Falken reported on the Swiftel Reception.

Be it noted, the board discussed NACO Prescription Drug Card Program, Title 19, Cellular Telephone expenses, the 1921 Building Board Room and the time frame of moving, Planning and Zoning Boards, the Canvass of the votes from the upcoming election, Correspondence, Thank you notes, and Invitations.

### **EXECUTIVE SESSION**

Motion by Negstad, seconded by Klavetter, to go into executive session at 9:34am. Roll Call Vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes. Chairperson Santema declared executive session over at 10:15am. Reason - Personnel Matters. No action at this time.

### **ADJOURNMENT**

Be it noted, the board will meet on Thursday, November 4, 2004 at 3:00pm to canvass the votes from the November 2, 2004 General Election.

Chairperson Santema declared the meeting adjourned until 8:30am Tuesday, November 9, 2004.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans With Disabilities Act.

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Kelly Bakken  
Deputy Auditor  
Brookings County Auditor's Office